

STATE BOARD OF SANITARIAN REGISTRATION

Request by registered sanitarian or sanitarian-in-training for approval of a course or program for clock hours credit to apply toward continuing education clock hours requirement.

Rule 4736-11-07 (A) of the Ohio Administrative Code states... Those registered who attend a continuing education course which has not been approved by the Board may request within sixty days of completion of the course that the course be approved for continuing education credit.

1. Program Title	
2. Name and Address of Sponsoring Agency	
3. Program Location	
4. Dates of Program	Hours Requested
6. Describe the program and submit 2 copies of the agenda or a list of topics of discussion with respective presenters' names and the clock hours of each topic. <u>List the appropriate subject matter category of the program - Refer to III. Subject Matter on reverse side of this form.</u>	
(Use a separate sheet if more space is required)	
7. Describe educational benefits derived from program or course.	
8. Yes No	I have enclosed 2 copies of the program or the agenda. If No: explain
9. Yes	I have enclosed 2 copies of the registration fee receipt or other evidence of attendance. Requests must be supported by evidence of attendance. Requests will be returned to applicant if submitted without evidence of attendance.
10. Registered sanitarian or sanitarian-in-training name and complete address. Please print.	
This is a new home address	
11. Telephone Number Between 8 AM and 5 PM	12. Certificate Number
Signature	Date

**SUBMIT 2 COPIES OF THIS FORM AND ALL DOCUMENTATION  
WITHIN SIXTY DAYS OF COMPLETION OF COURSE TO:**

State of Ohio  
**STATE BOARD OF SANITARIAN REGISTRATION**  
 77 South High Street, 16th Floor  
 Columbus, Ohio 43215-6108  
 (614) 466-1772  
 Fax: (614) 644-8112

## SYNOPSIS OF CONTINUING EDUCATION POLICIES UPDATED 10/1/99

**I. WHO MUST COMPLY**

Ohio Revised Code 4736.11 provides that all registered sanitarians shall be required annually to complete a continuing education program in subjects relating to practices of the profession as a sanitarian to the end that the utilization and application of new techniques, scientific advancements and research findings will assure comprehensive service to the public.

Section 4736-11-03(A) provides that those registered must complete eighteen (18) hours of approved continuing education courses each year to be eligible to apply for renewal of their certificate.

**II. OBTAINING CONTINUING EDUCATION**

Registered sanitarians and sanitarians-in-training may earn clock hours by two different methods.

A. Attending courses sponsored by approved training agencies (e.g. Ohio Environmental Health Association). Appropriate application for clock hours is submitted by the training agency to the State Board of Sanitarian Registration. The training agency is responsible for monitoring attendance, providing verification of attendance to the registered sanitarians and sanitarians-in-training and providing a list of attendants to the Board. Each year after September 15 the Boards sends to each registered sanitarian and sanitarian-in-training a list of approved training agencies.

B. Registered sanitarians and sanitarians-in-training may apply for clock hours for a course not sponsored by an approved training agency. A CE-2 form is submitted within sixty (60) days of completion of the course. When submitting the CE-2 form, a copy of the program or agenda, and evidence of attendance must be submitted with the form. The applicant should document that the course contains acceptable subject matter as outlined in III. Acceptable Subject Matter.

**III. SUBJECT MATTER**

This Section applies to Registered Sanitarians, Section V applies to Sanitarians-in-Training.

A. Acceptable subject matter. Subject matter which improves [the practice of the sanitarian profession] and develops skills necessary to use such knowledge is acceptable for continuing education credit. Such subject matter includes, but is not limited to knowledge of:

1. Disease and injuries caused by environmental factors and the applicable prevention techniques. This shall not include the clinical aspects of diseases and injuries.
2. Administrative law and process.
3. The utilization or resources in the collection, arrangement, and interpretation of data.
4. Environmental health administration
5. New or substantially revised environmental health laws, rules and process.
6. Functional fields of environmental health to include air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreational facilities, solid, infectious and liquid waste management, vector control, drinking water quality, milk sanitation, rabies control, land use and occupational health and safety.
7. Environmental health planning.
8. Communications skills.
9. Organization or program management courses.
10. Computer skills development and functional utilization.

B. Unacceptable subject matter.

1. Generally, courses and meetings that have as their exclusive or primary purpose the review of existing legislation and rules are not acceptable for CE credit.
2. Generally, elementary and entry level training normally expected to be completed by sanitarians prior to registration are not acceptable for continuing education credit. Generally, basic sanitation principles and training introducing environmental health practices will not be considered to be continuing education.
3. Field training is not acceptable unless it is a field trip in conjunction with a lecture.
4. Functions that have as their exclusive or primary purpose the review of internal administrative issues or policies and procedures that relate to the routine operation of an agency, association, business organization. This would include meetings that are considered to be staff, department, or business meetings.

**IV. FORMATS FOR INSTRUCTION**

A. Acceptable Formats:

- |              |                       |
|--------------|-----------------------|
| 1. Workshops | 2. Seminars           |
| 3. Courses   | 4. Symposiums         |
| 5. Lectures  | 6. Home Study Courses |
7. Teleconferences, Satellite Downlinks and Audio-Visual Tapes - must comply with the following:
- a. Subject matter must be in accordance with Section III. of this synopsis.
  - b. The course must be approved by the Board through submission of CE-4 Form or CE-2 Form (with supporting documentation).
  - c. The use of the satellite downlink or tape as part of a structured training program or session must be verified by the course coordinator or applicant's supervisor.

B. Unacceptable formats

1. Community activities.
2. Reading of journals or books.
3. Telephone or computer conferences.

**V. SANITARIANS-IN-TRAINING CONTINUING EDUCATION**

A. Acceptable subject matter.

1. Subject matter that meets the requirements set forth in Section III. A of this synopsis is generally considered to be continuing education.
2. Generally, courses and meetings that have as their exclusive or primary purpose the review of existing legislation and rules are acceptable.
3. Generally, elementary, entry level, and introductory sanitation and environmental health training will be considered to be continuing education.
4. Preparatory courses and meetings such as Ohio Environmental Health Programs or the Registered Sanitarian exam preparation courses are generally considered acceptable.

B. Unacceptable Subject Matter

1. Functions that have as their exclusive or primary purpose the review of internal administrative issues or policies and procedures that relate to the routine operation of an agency, association, business, organization. This would include meetings that are considered to be staff, department or business meetings.
2. Field training is not acceptable unless it is a field trip in conjunction with an acceptable format.

C. Acceptable formats for instruction.

1. Acceptable formats for instruction must be in accordance with Section IV.A. of the Continuing Education Policies.

D. Formats for instruction that are identified in Section IV B. of this synopsis are unacceptable for Sanitarian-in-Training continuing education.

**VI. DETERMINATION OF CLOCK HOURS**

A. Continuing Education clock hours will be given in quarter hour increments with the session time to be determined to the nearest quarter hour.

B. Credit courses.

1. One quarter hour credit is the equivalent of ten (10) Continuing Education clock hours.
2. One trimester hour credit is the equivalent of twelve and one-half (12.5) Continuing Education clock hours.
3. One semester hour credit is the equivalent of fifteen (15) Continuing Education clock hours.

C. All non-credit courses, programs, conferences, workshops, etc.

1. One C.E.U. is the equivalent of ten (10) Continuing Education clock hours or
2. Clock hours of credit are based on actual time spent on acceptable subject matter.

D. Home study courses.

1. Number of hours credited is based on:
  - a. Semester or quarter hours if course credit are awarded or
  - b. C.E.U.'s or
  - c. One hour per lesson.

E. In the case of a course of study which overlaps two consecutive registration years, the clock hours will be automatically credit for the registration year in which the course is officially completed.

F. The Board encourages continuing education, but is limited in its ability to process extra continuing education requests beyond the requirement of the individual, therefore, the Board will stop counting additional hours unless additional hours are required for reinstatement.

**VII. CREDIT FOR SERVICE AS LECTURER, SPEAKER, DISCUSSION LEADER**

A. Credit can be obtained providing:

1. Credit be given only once for the same lecture.
2. The lecture is given as part of an approved course.
3. No more than one-third of the required hours are obtained in this manner.

**VIII. OUT-OF-STATE-CREDIT**

A. If a registrant earns Continuing Education credit as a requirement under the sanitarian registration or licensure laws of a state which Ohio has reciprocity with, such credit may be transferred to Ohio through submission of the CE-2 request form.

**IX. ACCEPTABLE PROOF OF ATTENDANCE/COMPLETION**

A. Responsibility for reporting Continuing Education requirements.

1. Responsibility for documenting the required clock hours of Continuing Education credit rests with the individual registered sanitarian. Evidence to support the clock hours shall be retained by the registered sanitarian.

B. Credit Courses

1. Transcripts or grade card showing a passing grade.
2. Audited course (i.e., no grade) requires proof of attendance

C. Home study courses.

1. Certificate of completion or similar evidence.

D. Other Continuing Education courses.

1. Certificate of attendance
2. Verification of attendance by applicant's supervisor or educational coordinator
3. A [receipt of payment] for the training course or meeting.
4. Verification of attendance by the speaker, or sponsor of the training course or meeting.
5. Attendance roster.